

Accounting Clerk

Busy and growing Oil Field Service Company in the West University area is seeking an experienced Accounting Clerk.....

Overview

- Accounts Payable and Receivable in Quick Books and Excel.
- Receive timesheets and input data for payroll – resolve discrepancies in a timely and accurate manner.
- Serve as the Human Resources Liaison for company for issues such as payroll and benefits.
- General office duties including filing, copying, data entry, company mail, correspondence, reports, and other documents.
- Runs errands as directed by business necessities.
- Maintains inventory and coordinates ordering of all commonly used office, janitorial and kitchen supplies.
- Performs simple maintenance on office equipment.
- Must have great organizational skills to succeed in this role.
- Ability to work in a team environment. Works closely with other office staff to ensure deadlines are met and work is completed.
- Other duties may be assigned by Supervisor.
- Compensation commensurate with experience.

2+ years of accounts payable/receivable and general office experience required.

Benefits

Medical and supplemental insurance available after 90 days. Vacation accruals start on first day of work. Paid holidays.

Please email your resume and cover letter to:

***Will Brown at wbrown@tprllc.net or
fax your resume to Tammy Clark at (800) 256-7823.***



Premier Tank Truck Service is an Equal Opportunity Employer